Spatial Relationships for all Library Divisions

Audio-Visual Library

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the Library after passing by the Circulation Desk. The AV Library should also be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:
>Browsing

CLOSE:
>Library Entrance
>Circulation Services
>Children's Library

Browsing

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the Library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the Library. For this reason, it is advantageous to have Browsing close to the Fiction Collection.

ADJACENT:
>Audio-Visual Library

CLOSE:
>Children's Library
>Circulation Services
>Library Entrance
>Fiction Collection

Children's Library

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books.

The entrance to the Children's Library should be very close to Browsing and the AV Library as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

It would be beneficial if the Children's area was located adjacent to the Community Room to accommodate the large groups which gather for the summer reading programs.

ADJACENT:

> Circulation Services
> Library Entrance

CLOSE:

> Audio-Visual Library
> Browsing
> Community Room

AWAY:

> Non-Fiction Collection
> Reference Services
> Young Adult Services

Circulation Services

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.
The Young Adult area should be adjacent to the Circulation area for supervision and visual control. With that said, the Technology and Homework Center, which is close to the Young Adults would be close also.

The Audio Visual, Browsing and OPAC's will be close also.

The Children's entrance should be near to monitor patrons going and coming.

ADJACENT:

> Library Entrance
> Young Adult Services
> Technology and Homework Center

CLOSE:

> Audio-Visual Library
> Browsing
> OPAC's
> Children's Library

Fiction Collection

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and Browsing. Many library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks.

CLOSE:

> Audio-Visual Library
> Browsing
> Circulation Services
> Library Entrance

PROXIMITY:

> Non-Fiction Collection
> Reference Services

Genealogy Collection

This area should be located in a quiet remote area of the library. Locating this area near a study room would be beneficial for Genealogy Board meetings. This area would also benefit from having the Local History Collection adjacent. Volunteer staff could be trained in both areas. Near by should be the Reference area and Non-Fiction for further research materials.

ADJACENT:

> Local History
> Study Rooms

CLOSE:

> Reference Services

International Languages

The International Language collections will be on the peripheral of the majority of the collections within Non-Fiction and Fiction and within sight of the circulation desk.

PROXIMITY:

> Non-Fiction Collections
> Fiction Collections
> Circulation Desk

Library Entrance

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library, the Friends Bookstore or the Community Room. It should be conveniently located to allow access to both.

The Library Entrance Division must be able to be locked off and separated from the library so that the meeting rooms and ancillary services can be open when the library is closed.

ADJACENT:

        Circulation Services
        Community Room
        Friend's of the Library

CLOSE:

        Audio-Visual Library
        Browsing
        Children's Library

AWAY:

        General Building Services

Local History Collection

The only relationship for the Local History Collection is that it should be close to the Reference Services Division and the Heritage Room which will be dedicated to display of Historical Items.

ADJACENT:

        Reference Services
        Heritage Room

CLOSE:

        Study Rooms
        Copy Center

Non-Fiction Collection

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Because Library patrons will typically need to access the on-line public access catalogs (OPACs), there are six (6) located amoung the Non-Fiction shelving collections at the ends of the shelf ranges. This is so they do not have to go all the way back to the OPAC's at the front of the library.

CLOSE:
> Reference Services

PROXIMITY:
> Fiction Collection
> Copy Center

AWAY:
> Children's Library

Periodicals Collection

The Periodicals Collection Area and The Current Magazine and Newspaper Area should be located in an area that would be appealing and comfortable to adults to read and relax in a quiet atmosphere.

Northern light coming into a reading porch would enhance this area greatly.

Periodicals are acccessed for both casual reading and research. To that end, they should be located near Reference, Non-Fiction and Fiction areas.

Because this furniture and shelving is lower, it can be located to improve visual control to other study areas. Access to the Copy Center is preferred also.

CLOSE:
> Fiction
> Non-Fiction
> Reference Services
> Copy Center

(3) Separate Room types are addressed in this area - Community Rooms, Heritage Room and Study Rooms. The adjacencies of each are listed below.

COMMUNITY ROOM
The Community Room should be easily accessible from the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms. Since this area may be open when the rest of the library is closed, access must be provided through the main lobby with security gates separating the rest of the Library.
The Kitchenette should be adjacent to the rear entrance of the Community Room so that refreshments can be brought in without disturbing a meeting or program. Since the Community Room is divisible, consider accessing both sides of the room.

ADJACENT:
>   Public Entrance & Lobby
>   AV, Chair & Table Storage Room
>   Kitchenette

CLOSE:
>   Custodial Sink & Supply Closet
>   Public Rest Rooms

HERITAGE ROOM
The Heritage Room should be adjacent to the Reference area but visible from the main circulation areas of the library. Another important relationship is the Local History Collection. Focused collections can be displayed in this room. It is the heart of the Library.

ADJACENT:
>   Reference Services
>   Local History

STUDY /CONFERENCE ROOMS
These rooms should be located in a prominent area that is highly visible to the reference staff and adult patrons. The reference collection is alternating lower shelves that will provide views into the full height glass walls of the study rooms.

The use of these rooms have several purposes to meet all the Young Adult and Adult needs.

ADJACNET:
>   Reference Service Desk and Collections

PROXIMITY:
>   Young Adults Area

Reference Services

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Local History and Genealogy Collections so that reference staff can assist patrons who need to access this material.

The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues.

By locating the Reference area in proximity of the Young Adult area, Temecula anticipates a good balance will be provided between finding the availability of a quiet place to study and research and giving the young adults their own individuality within their space.

The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

ADJACENT:
        Study Rooms
        Local History Collection
        Non-Fiction Collection
        Genealogy Collection

CLOSE:
        Circulation Services
        Library Entrance

PROXIMITY:
        Periodicals Collection
        Young Adult Services

AWAY:
        Children's Library

Technology/Homework Center

Patrons will utilize the Technology and Homework Center in many ways from individual homework research activities to tutoring programs to formal computer classes.
The center should be located next to the Young Adults area, as this will be a popular attraction and help encourage and assist in their learning activities.

The Circulation Desk must be near for class sign-up and visual supervision.

Also, consider the location to the staff workroom with glass windows for further supervision to support and discourage inappropriate activities.

ADJACENT:
>   Young Adult Collection and Seating
>   Circulation Desk

CLOSE:
>   Staff Workroom

Young Adult Services

The ideal relationship for the YA area would be to have the Circulation Services on one side and the Technology and Homework Center on the other side. The support of these two divisions are critical to the success of the YA area, from a visual supervision and educational support need.

By locating the Young Adult area in proximity of the Reference area, Temecula anticipates a good balance will be provided between finding the availability of a quiet place to study and research and giving the young adults their own individuality within their space.

The Young Adult Services Area should not be located too close to the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

ADJACENT:
>   Circulation Services
>   Technology and Homework Center

PROXIMITY:
>   Reference Services
>   Study Rooms

AWAY:
>   Children's Library

Division Name

Space Name
Description/Detail Data

CHILDREN'S LIBRARY

Children's AV Collection

The Children's AV Collection should be adjacent to the Children's Entrance and immediately visible upon entering the Children's Library.

ADJACENT:

        Children's Entrance (Interior)

CLOSE:

        Children's Desk

PROXIMITY:

        Children's On-line Public Access Catalog (OPAC)

Children's Collection & Seating

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

CLOSE:

        Children's Service Desk
        Children's Program Area

Children's Entrance (Interior)

When children enter the Children's Library, the Children's Desk and OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Children's Rest Room(s) must be in proximity and easy to locate.

ADJACENT:

        Children's AV Collection & Seating
        Children's Desk
        Children's On-line Public Access Catalog (OPAC)

CLOSE:

        AV Collection & Seating
        Circulation Desk
        New Book Display
        Public Entrance & Lobby

PROXIMITY:

        Children's Rest Room

AWAY:

        Reference Collection & Seating
        Young Adult Collection & Seating

CHILDREN'S LIBRARY

Children's On-line Public Access Catalog (OPAC)

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection Areas so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:
> Children's Desk
> Children's Entrance (Interior)
> Children's Reference Collection & Seating

Children's Program Area

The Children's Program Area should be adjacent to the Children's Workroom, close to the Children's Collection and Seating Area, and within sight of the Children's Desk.

ADJACENT:
> Children's Workroom

CLOSE:
> Children's Desk
> Children's Collection & Seating

PROXIMITY:
> Children's Rest Room

Children's Reference Collection & Seating

The Children's Reference Collection and Seating Area must be adjacent to the Children's Desk, for quick staff access. It should be close to the Children's OPACs and Children's Workroom.

ADJACENT:
> Children's Desk

CLOSE:
> Children's On-line Public Access Catalog (OPAC)
> Children's Workroom

Children's Service Desk

The Children's Desk must be visible from the entrance of the Children's Library. The location of this desk is critical since staff at this desk supervise the entire Children's Library. As the hub of the Children's Library, the desk must be close to the Reference, Juvenile, and Children's Collections as well as the Children's Program Area and Children's Workroom. The Children's Rest Room is also supervised from the Children's Desk.

ADJACENT:
> Children's Entrance (Interior)
> Children's On-line Public Access Catalog (OPAC)
> Children's Reference Collection & Seating
> Children's Workroom

CHILDREN'S LIBRARY

Children's Workroom & Storage

The Children's Workroom can be adjacent to the Children's Program Area so that staff can move easily between the two spaces. Staff in the workroom will supervise the Children's Program Area and prepare program materials. The Children's Workroom should be close to the Children's Desk, but somewhat removed from the noisy atmosphere of the Children's Library. Staff should be able to supervise children throughout the Children's Library from the workroom.

ADJACENT:

> Children's Program Area
> Children's Desk

Family Restroom

The Children's Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Children's Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating and the Children's Program Area.

ADJACENT:

> Children's Entrance (Interior)

CLOSE: All Other Spaces in the Children's Library

PROXIMITY:

> Circulation Desk

Juvenile Collection & Seating

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. The space should be in the proximity of the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance. It should be in the proximity of the Homework Center since students in the Homework Center will use materials in the Juvenile Collection.

CLOSE:

> Children's On-line Public Access Catalog (OPAC)

PROXIMITY:

> Children's Desk
> Children's Reference Collection & Seating

CIRCULATION SERVICES

Book Return/Processing Room

The Book Return/Processing Room must be adjacent to the Circulation Desk and the lobby of the building. Patrons should be able to deposit library materials into this room from the lobby.
The Staff Workroom should be close for assistance.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off)will be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Circulation Workroom.

ADJACENT:

> Public Entrance & Lobby
> Circulation Desk

CLOSE:

> Staff Workroom

Circulation Office

All of the circulation support staff should be easily supervised from this office which requires sight lines to the Circulation Desk.

CIRCULATION SERVICES

Circulation Service Desk

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow.

The Circulation Desk should be adjacent to the Staff Workroom and Branch Manager's Office, and to the Book Return Room and the Copy Center.

Another important relationship, is that to the Young Adult Collection and Seating. Visula supervision is essential to the success of the new, separate YA area.

For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

It should also be close to the AV Collection, New Book Display Area and the Children's Entrance.

ADJACENT:

       Public Entrance & Lobby
       Book Return Room
       Staff Workroom
       Branch Manager's Office
       Copy Center (Circulation)
       Young Adult Collection and Seating

CLOSE:

       Public Rest Rooms
       Children's Entrance (Interior)
       New Book Browsing
       AV Collection & Seating

Computer/Telecommunications Room

This space must be located in a secure non-public area and easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

ADJACENT: Staff Workroom

Copy Center

The Circulation Services Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE:

       Circulation Desk
       Public Entrance & Lobby

CIRCULATION SERVICES

Library Manager's Office

This office requires sight lines to the Circulation Desk and Circulation Workroom for supervision. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons and other visitors should be able to access the Office without going behind the Circulation Desk or into any of the Circulation Services Division's back-of-house spaces.
Another benefit fo having the Young Adult close by is for supervision.

ADJACENT:
>> Circulation Workroom

CLOSE:
>> Circulation Desk
>> Young Adult area

PROXIMITY:
>> Public Entrance & Lobby

Staff Entrance & Lobby

The Staff Entrance must be close to the Staff Workroom and General Library Storage. The Staff Lounge can be near too. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and sometimes exterior bookdrops is critical.

ADJACENT: Staff Workroom
CLOSE: General Library Storage

Staff Lounge

The Staff Lounge should be adjacent to the Staff Rest Room. The entrance to the Restroom, if located within the Lounge should be rotated so the door cannot be seen by the staff. The Staff Lounge should also be located by the Staff Workroom and close to the Staff Entrance and Supply Closet.

ADJACENT: Staff Rest Room
>> Staff Workroom

CLOSE: Staff Entrance

Staff Rest Rooms

The Staff Restrooms should be adjacent to the Staff Lounge. These rest rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff areas.
ADJACENT: Staff Lounge
>> Staff Entrance
>> Staff Workroom

CIRCULATION SERVICES

Staff Workroom

The Book Return Room, Branch Manager's Office and the Circulation Desk should be immediately adjacent to the Staff Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between the spaces and sight lines between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT:

      Book Return Room
      Branch Manager's Office
      Circulation Desk

CLOSE:

      Staff Entrance & Lobby
      Staff Lounge
      Staff Rest Rooms

PROXIMITY:

      Custodial Workroom
      General Library Storage Room

Storage/Supply Room

This area should be close to the Staff Entrance. It should be easily accessible to the Staff Workroom and Circulation Desk.
ADJACENT: Staff Workroom
             Staff Entrance
CLOSE: Circulation Desk

Volunteer Coordinator's Office

This office should be located adjacent to the Staff Workroom.

FICTION COLLECTION

Fiction Collection & Seating

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, located in the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low, and which is located in a well-lighted area.

LIBRARY ENTRANCE

Custodial Sink & Supply Closet

The closet would be best located in a public area near the Rest Rooms and Community Room.

LIBRARY ENTRANCE

Friend's Bookstore and Gift Shop

The Friends' Bookstore must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library. Also, the Friend's Bookstore is in need of a delivery entrance and non-public restroom, in which they could benefit by being close to the staff workroom and delivery entrance.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Staff Entrance
Staff Restrooms

Friends' Closed Storage

This should be next to the Friend's workroom.

Friends' Workroom/Sale Counter

Adjacent to the Friend's Bookstore and Gift Shop.

Public Lobby / Gallery / Information

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Community Room, Friends' Bookstore and Gift Shop, and Public Rest Rooms should all be accessible from the lobby.

ADJACENT:

Circulation Desk
Friends' Bookstore & Gift Shop
Kitchenette
Community Room
Public Rest Rooms

CLOSE:

AV Collection & Seating
Children's Entrance (Interior)
Copy Center (Circulation Services)
New Book Display

PROXIMITY:

Branch Manager's Office
Fiction Collection & Seating
On-line Public Access Catalog (OPAC)
Reference Desk

AWAY:

Loading Dock And Other General Building Services

LIBRARY ENTRANCE

Public Rest Rooms

The Public Rest Rooms must be just off the Lobby. The entrance to the rest rooms should be easy to find and convenient to the Community Room.
The entrance to the rest rooms should be visible from the Circulation Desk if possible.
The rest rooms should also be close to the Friends' Bookstore and Gift Shop.

ADJACENT:

> Public Entrance & Lobby
> Community Room

CLOSE:

> Circulation Desk (Sight Lines)
> Friends' Bookstore & Gift Shop
> Custodial Sink & Supply Closet

LOCAL HISTORY COLLECTION

Local History Collection & Seating

The Local History Collection should be in a less trafficked area of the library, and reasonably close to the Reference Desk, preferably with sight lines, so that staff can supervise the room.

CLOSE:

> Reference Desk

PUBLIC MEETING ROOMS

AV, Chair & Table Storage Room

This room must be adjacent to the Community room so that equipment can be moved back and forth easily. One door may open into the Community Room. Access to this room should be possible from the Community Room without disturbing meetings or programs in either of the rooms.

ADJACENT:

> Community Room

Heritage Room

Near Reference and Local History.

Kitchenette

The Kitchenette should be adjacent to the rear entrance of the Community Room so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the lobby where refreshments may be served.

ADJACENT:

> Community Room
> Public Entrance & Lobby

Study/Tutoring Room A

Reference Desk for Supervision.

REFERENCE SERVICES

On-line Public Access Catalog (OPAC)

The OPAC cluster must be adjacent to the Reference Desk, so that the reference staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. The OPAC cluster should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

ADJACENT:

        Reference Desk

CLOSE:

        Non-Fiction Collection & Seating
        Reference Collection & Seating

PROXIMITY:

        Public Entrance & Lobby

Reference Collection & Seating

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

        Reference Desk

CLOSE:

        Copy Center (Reference Services)
        On-line Public Access Catalog (OPAC)
        Reference Workroom

PROXIMITY:

        Non-Fiction Collection & Seating

AWAY:

        Children's Entrance

REFERENCE SERVICES

Reference Service Desk

The Reference Desk is the hub of the Reference Services Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPACs and the Reference Collection for supervision and to assist patrons.

The Desk should also be close to the Non-Fiction Collection, the Local History and Genealogy Collections, and a Copy Center.

The Study/Tutoring Rooms will be monitored by the Reference Desk, with the shelving between as alternating low 45" high to aid in visual control.

Temecula has dedicated a reference workroom within the Circulation Services area.

ADJACENT:

>> On-line Public Access Catalog (OPAC)
>> Reference Collection & Seating

CLOSE:

>> Local History and Genealogy Collections
>> Non-Fiction Collection & Seating
>> Study/Tutoring Rooms

PROXIMITY:

>> Copy Center (Reference Services)
>> Current Magazine & Newspaper Display & Seating
>> Fiction Collection & Seating
>> Public Entrance & Lobby
>> Young Adult Collection & Seating

AWAY:

>> Children's Library

Reference Workroom

The Reference Workroom will be located within the circulation services staff workroom area. Typically this room is located near the reference desk, but Temecula does not want a physical barrier such as a workroom to disrupt the open and flexible plan of the library design.